State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-030

To: Human Resource Directors
                Employee Administrators
                Time Administrators

Subject: Over Deducted 2005 Quota Records

Changes have been made in ISIS HR to correct the condition which allowed an over deduction of 2005 absence quota records. Previously recorded absences were reevaluated and are now deducted from appropriate quotas. Any absences or payouts that could not be resolved due to insufficient quota, will be included on ZT04 - Absence Quota Error Report.

As is the case with any error that appears on ZT04, it is critical that errors be investigated and resolved prior to the next biweekly payroll run. These links will take you to more information on correcting ZT04 errors:

> **Entering Retro Leave or Correcting ZT04 Rejected Absence Errors (ZT06)**
> **Correcting ZT04 EE Overcompensated LA/LB Errors**
> **Correcting ZT04 EE Overcompensated LL/LK Errors**
> **ZT04 report descriptor**.

Employees that previously experienced over deducted quotas, <u>unless they appear on ZT04</u>, can rerun their Remuneration statement or view the *Leave Information* report in LEO to obtain their correct quota balances. Employee administrators or time administrators should execute ZT06 - Absence Quota Report.

MO/ef

c. Whit Kling, Deputy Undersecretary